

How do I submit building plans online?

1. Is your project new commercial construction, a commercial addition, commercial alteration or new residential construction? If yes, continue with step 2. If no, you cannot submit building plans online; they must be submitted in paper format.
2. Apply for your permit and pay the permit fee online using [ePermits](#).
3. For permits that require plan review, you'll receive an emailed receipt for your permit fee payment.
4. ProjectDox will send you an invitation to create your account. This includes a temporary password for first-time users. Use this information to log into your ProjectDox account.
5. Now compile sheet files according to the City of St. Louis Park "Electronic Plan Review Submittal Guidelines" below.
6. Complete the Applicant Upload task.
7. Plans will be sent to a city permit technician who will pre-screen the submitted drawings and documents. You'll be contacted if corrections are needed.
8. The project then moves on to department review. At this step you'll also be notified if corrections are needed.
9. If you are asked to make corrections, you can upload revised plans using the same name as the original file. This will create a "Version 2" of the plan. Subsequent revisions will be numbered accordingly.
10. Once all relevant city departments have finished review, it will be determined if project valuations are accurate. You will be contacted about any changes to valuations.
11. When the permit is approved, you'll be notified of approval and that final fees are due.
12. Pay final fees online with ePermits or in person at the Inspections counter at City Hall, 5005 Minnetonka Blvd., St. Louis Park. The Pay Final Fees task is complete once you choose "pay online" or "pay in person."
13. Once final fees have been paid, you will be notified that you can download your approved plans from the Approval folder in ProjectDox.

Electronic Plan Review Submittal Guidelines

- 4 by 4 inch Clear Stamp Area in Lower Right Quadrant of Cover Sheet
- Searchable Vector PDF's or DWF Drawing Files
- One Plan Sheet per File
- Landscape Orientation
- File Name to Identify Discipline and Match Sheet Index Name and Sort Order
- Corrected Sheets Must be Named Exactly as the Original Sheet

Important Websites:

City of St. Louis Park

SLP ePermits

SLP ProjectDox

Sheet Stamping Area:

All sheet must have a 4 by 4 inch clear area in the lower right quadrant of the sheet for the City of St. Louis Park electronic approval stamp.

Plan Sheet File Format Standards:

Plans must be submitted in a searchable vector PDF format (non-scanned) or as a DWF file. Each plan sheet must be uploaded as a single file. Files must be landscape orientation, monochrome with white background and print ready.

File Naming:

File names for drawing submitted for electronic review should include the discipline character, followed by the three digit sheet number. If decimals are needed in the sheet number, place it after the third digit. Ex. S001.00, A010.1, C100.

Plan Sheet Size:

The following list indicates plan sheet sizes that can be submitted electronically.

8.2" x 11" 11" x 17" 24" x 36" 30" x 42"

Graphic Scale:

Each sheet must illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail. All plans must be drawn to scale.

Upload Files:

DRAWING FOLDER Should contain plan sheet drawings

DOCUMENTS FOLDER Should contain all calculations, specifications and supporting document.

The guidelines are critical to ensuring your review is completed in a timely manner.